

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE EARLY VOTING CLERK

TEMPORARY POSITIONS AVAILABLE WITH THE OPERATIONS DIVISION OF
THE ELECTIONS DEPARTMENT
LOCATED AT 2025 E. UNIVERSITY DRIVE, PHOENIX

DAYS, EVENINGS, NIGHTS, WEEKENDS, ROTATING SHIFTS & ROTATING WEEKENDS
MUST BE WILLING TO WORK OVERTIME AS REQUIRED

RECRUITMENT DATES: Monday, September 8, 2003 – Friday, September 19, 2003

SALARY: \$9.00 - \$9.50 Per Hour
(Salary based on prior Election experience)

QUALIFICATIONS: High School Diploma or G.E.D. Certificate. Must be 18 years of age and be eligible to vote in Arizona.

ESSENTIAL JOB TASKS: Operates a computer terminal to access voter registration files. Verifies and flags voter files to obtain early ballot for voters. Assists general public with questions and inquiries in Election procedures. Assists with signature verifications on early ballots. Assists with returning and processing of early ballots. Assists with the process of duplication and counting of the write-in votes.

SELECTION PROCEDURE: THE HIRING AUTHORITY WILL SELECT SUCCESSFUL CANDIDATES BASED ON DEPARTMENTAL NEEDS.

NOTE: APPLICATIONS FOR THIS RECRUITMENT WILL NOT BE ACCEPTED AT MARICOPA COUNTY HUMAN RESOURCES.

**TO SCHEDULE AN INTERVIEW OR TO OBTAIN
INFORMATION, PLEASE CONTACT:**

JANET MAUGHAN
MARICOPA COUNTY ELECTIONS DEPARTMENT
PHONE: 602-506-1981
8:00AM – 5:00PM MONDAY THRU FRIDAY

IT IS THE POLICY OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

RECRUITMENT CODE: EVC / RK

DATE PUBLISHED: Monday, September 8, 2003

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PLEASE SEE THE ATTACHED SUPPLEMENTAL DATA FORM

AUTHORITY TO WORK IN THE UNITED STATES: It is Maricopa County's intention to hire only legally authorized workers in compliance with the Immigration Reform and Control Act of 1986. All employees hired after 11/06/86 will be required to provide proof of work eligibility at the time an employment offer is extended.

MARICOPA COUNTY SUPPLEMENTAL DATA FORM
Human Resources Department, 301 West Jefferson, Phoenix, AZ 85003-2113

EARLY VOTING CLERK

EVC RK

(Please print clearly or type)

1. *SOCIAL SECURITY #: _____ 2. Are you at least 18 years of age? ☐ Yes ☐ No
(Disclosure of SSN is voluntary and is used for application tracking, record-keeping and data-processing purposes only.)
3. LAST NAME, First Name and Middle Initial: _____
4. MAILING ADDRESS: _____

5. HOME PHONE NUMBER: _____ 6. BUSINESS/MESSAGE PHONE: _____
7. Are you a current employee of Maricopa County Government? ☐ Yes ☐ No
Have you ever worked for Maricopa County Government? ☐ Yes ☐ No
If **yes**, give payroll name if different from #3: _____
8. Have you been convicted of a crime(s) other than a minor traffic violation? ☐ Yes ☐ No
(For most jobs, convictions will not automatically disqualify you. Relationship to job will be considered.)
If yes, give date(s) and type(s) of offense(s): _____
9. Are you skilled in a language other than English? If so, please specify. ☐ Yes ☐ No _____
10. ELEMENTARY AND SECONDARY EDUCATION:
Did you receive a High School Diploma or GED? ☐ Yes ☐ No
If no, circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12
11. Do you have a valid Arizona driver's license? ☐ Yes ☐ No
12. Do you have experience using computers, copiers and fax machines? ☐ Yes ☐ No

13. All information given by me in this supplemental data form is true. I understand that false information (misrepresentation or omission of information) is a basis for disqualification or dismissal. I have read the job announcement and agree to the conditions established therein. I authorize investigation of all statements contained herein.

APPLICANT SIGNATURE

DATE

RECEIVED: _____ BY: _____ APPROVED: ☐ Yes ☐ No BY: _____ DATE: _____

SUBMIT DATA FORM TO MARICOPA COUNTY HUMAN RESOURCES
301 W. JEFFERSON ST, PHOENIX, AZ 85004
PHONE: 602-506-3895 FAX: 602-506-3313

APPLICANT INFORMATION SURVEY

INSTRUCTIONS TO THE CANDIDATE: Maricopa County is an equal opportunity employer. The information solicited on this page is being compiled by the Maricopa County Human Resources Department to comply with Federal EEO/Affirmative Action recordkeeping regulations and to do related statistical research. You are not required to furnish this information, but your cooperation is encouraged. The information provided on this form is CONFIDENTIAL. This survey will be removed prior to the review process.

<p>DATE OF BIRTH</p> <p>____/____/____ Month Day Year</p> <p>ETHNIC CATEGORY (Circle One)</p> <p><u>W</u>hite (Not of Hispanic Origin)</p> <p><u>B</u>lack (Not of Hispanic Origin)</p> <p><u>H</u>ispanic</p> <p>American <u>I</u>ndian or Alaskan Native</p> <p><u>A</u>siatic or Pacific Islander</p>	<p>DISABLED? (Circle One)</p> <p><u>Y</u>es <u>N</u>o</p> <p>SEX (Circle One)</p> <p><u>M</u>ale <u>F</u>emale</p> <p>AGE Over 40? (Circle One)</p> <p><u>Y</u>es <u>N</u>o</p>	<p>HOW DID YOU FIRST LEARN OF THIS JOB? (Circle Only One Number)</p> <p>1. <i>Arizona Republic</i> Newspaper</p> <p>2. Other Newspaper: _____</p> <p>3. Job Announcement posted in the Maricopa County Human Resources Dept.</p> <p>4. Professional Journal: _____</p> <p>5. Radio Station: _____</p> <p>6. From a County Employee</p> <p>7. Job Listing posted in a different agency (such as DES): _____</p> <p>8. Television program: _____</p> <p>9. Recorded Job Message</p> <p>10. Internet</p> <p>11. Job Fair at: _____</p> <p>12. Other: _____</p>
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